



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Denise Juneau
Superintendent

March 3, 2016

TO: Spring 2016 Student Advisory Board Participants
Business Officials from Participants' Organizations

FROM: Amy Kruse, OPI Event Liaison

RE: Spring 2016 Student Advisory Board
Helena, MT 03/31/2016 – 04/01/2016 6:00 p.m. – 4:00 p.m.

How Entities Can Claim Travel Reimbursements for This Event

Claims must be submitted to the OPI within 90 days. Failure to submit by that date will forfeit reimbursement.

If the employer paid the travel costs for a participant to attend this event, the employer may claim certain travel reimbursements using the process explained below.

Participants: Please give your business office a copy of this notice. Report your travel costs and claim any reimbursements you are owed from your employer, using normal travel procedures. OPI will reimburse your employer for certain costs of your attendance, according to support that was offered when the event was announced.

NOTE: Submit lodging receipts (showing a zero balance due), if any, to your business office when reporting your travel costs. The employer needs the lodging receipts in order to claim reimbursement from OPI.

Business Officials: If the employer paid travel costs for sending a participant to this event, the employer may claim some reimbursements using the District Claim for Travel Reimbursement Form, posted on the School Finance webpage. Look for the link called "District Travel Claim Reimbursement Forms" on the School Finance webpage: <http://www.opi.mt.gov/SchoolFinance/index.html>
Or, go directly to the list of event claim forms: <http://www.opi.mt.gov/pdf/schoolfinance/events/> and find the claim form posted for this event.

The form is an Excel form to fill out, print, sign, and submit to OPI for payment. Instructions are included on the form. If there are more than 10 attendees from an employer, the business official might need to submit more than one claim form to include all participants for the event.

If you need any assistance, please contact Julia Viergutz at (406) 444-0768 or jviergutz@mt.gov .
Thanks!

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."